College of William and Mary

Banner 8 Using International Characters

A Reference and Training Guide
Banner Support
January 23, 2009
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Windows XP Keyboard Setup

1. Click Start, then click Control Panel.

2. What does your Control Panel look like? If it looks like this, click **Switch to Category View** on the left side of the screen.

3. Now it should look like this.

4. Under **Pick a Category**, click Date, Time, Language, and Regional Options.
5. Under **Or pick a Control Panel icon**, click **Regional and Language Options**.

The **Regional and Languages Options** dialog box appears.
6. On the Languages tab, click **Details**. The **Text Services and Input Languages** dialog box appears.

7. Under **Installed Services**, click **Add**. The Add Input dialog box appears.
8. Check the Keyboard layout/IME checkbox.
9. Select **United States – International** from the drop down list.
10. Click **OK**.
11. In the Input Language list, click the language you want. For example, **English (United States)**. **NOTE:** When you use the United States – International keyboard layout, you should also use an English language setting.
12. Select **English (United States) – United States – International** from the drop-down list under Default input language.

13. Click **Ok**.

14. Click **Apply** and then click **Ok**. And **Ok** again.

15. Close the Date, Time window.

16. A keyboard icon is displayed on the Start bar.

17. You can toggle back and forth between English and International by clicking on the keyboard icon and selecting the other language.
VISTA Keyboard Setup

1. Click Start, then click Control Panel.

2. What does your Control Panel look like?
   If it looks like this, click Control Panel Home on the left side of the screen.

3. Now it should look like this.

4. Select Clock, Language, and Region.
5. Select **Regional and Language Options**.
6. On the Keyboard and Languages tab, click **Change keyboards**.

7. Under Installed Services, click **Add**.
8. Select **English (United States) – United States – International**.
9. Click Ok.
10. Select **English (United States) – United States – International** from the drop-down list under Default input language.
11. Click Ok twice.
12. Close the Control Panel.
13. A keyboard icon is displayed on the Start bar.

14. You can toggle back and forth between English and International by clicking on the keyboard icon and selecting the other language.
Creating International Characters

1. Press the APOSTROPHE (‘) key, QUOTATION MARK (“) key, ACCENT GRAVE (´) key, TILDE (~) key, or CARET (^) key, nothing appears on the screen until you press a second key.
2. Press a letter key designated as eligible to receive the mark and the accented letter appears.
3. The table on the right lists the letters that customarily receive an accent.

<table>
<thead>
<tr>
<th>Press this key</th>
<th>Then press this key</th>
<th>Resultant Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>‘ (APOSTROPHE)</td>
<td>C</td>
<td>Ç</td>
</tr>
<tr>
<td>‘ (APOSTROPHE)</td>
<td>e, y, u, i, o, a</td>
<td>é, ý, û, í, ó, á</td>
</tr>
<tr>
<td>“ (QUOTATION)</td>
<td>e, u, i, o, a</td>
<td>ê, ü, í, õ, â</td>
</tr>
<tr>
<td>` (ACCENT GRAVE)</td>
<td>e, u, i, o</td>
<td>è, û, í, ó</td>
</tr>
<tr>
<td>~ (TILDE)</td>
<td>o, n</td>
<td>ô, ñ</td>
</tr>
<tr>
<td>^ (CARET)</td>
<td>e, u, i, o, a</td>
<td>ê, û, í, õ, â</td>
</tr>
</tbody>
</table>
Creating Extended Characters

1. Use the right ALT key (the ALT key on the right side of the keyboard), in the combination with other keys to create extended characters.
2. Refer to the table on the right.

<table>
<thead>
<tr>
<th>Key</th>
<th>Right ALT Key</th>
<th>SHIFT + Right ALT Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>¡</td>
<td>¹</td>
</tr>
<tr>
<td>2</td>
<td>²</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>³</td>
<td>N/A</td>
</tr>
<tr>
<td>4</td>
<td>£</td>
<td>N/A</td>
</tr>
<tr>
<td>5</td>
<td>€</td>
<td>N/A</td>
</tr>
<tr>
<td>6</td>
<td>¼</td>
<td>N/A</td>
</tr>
<tr>
<td>7</td>
<td>½</td>
<td>N/A</td>
</tr>
<tr>
<td>8</td>
<td>¾</td>
<td>N/A</td>
</tr>
<tr>
<td>9</td>
<td>′</td>
<td>N/A</td>
</tr>
<tr>
<td>0</td>
<td>′</td>
<td>N/A</td>
</tr>
<tr>
<td>-</td>
<td>¥</td>
<td>N/A</td>
</tr>
<tr>
<td>=</td>
<td>x</td>
<td>÷</td>
</tr>
<tr>
<td>Q</td>
<td>À</td>
<td>À</td>
</tr>
<tr>
<td>W</td>
<td>À</td>
<td>À</td>
</tr>
<tr>
<td>E</td>
<td>É</td>
<td>é</td>
</tr>
<tr>
<td>R</td>
<td>®</td>
<td>N/A</td>
</tr>
<tr>
<td>T</td>
<td>ß</td>
<td>b</td>
</tr>
<tr>
<td>Y</td>
<td>Ù</td>
<td>ù</td>
</tr>
<tr>
<td>I</td>
<td>í</td>
<td>í</td>
</tr>
<tr>
<td>O</td>
<td>ó</td>
<td>ó</td>
</tr>
<tr>
<td>P</td>
<td>ö</td>
<td>ö</td>
</tr>
<tr>
<td>[</td>
<td>«</td>
<td>N/A</td>
</tr>
<tr>
<td>]</td>
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<td>N/A</td>
</tr>
<tr>
<td>\</td>
<td>‹</td>
<td>‹</td>
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<tr>
<td>A</td>
<td>À</td>
<td>à</td>
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<tr>
<td>S</td>
<td>ß</td>
<td>§</td>
</tr>
<tr>
<td>D</td>
<td>ð</td>
<td>ð</td>
</tr>
<tr>
<td>L</td>
<td>ø</td>
<td>ø</td>
</tr>
<tr>
<td>;</td>
<td>‰</td>
<td>‰</td>
</tr>
<tr>
<td>Z</td>
<td>Æ</td>
<td>Æ</td>
</tr>
</tbody>
</table>
Character Conversions

1. International characters entered in Banner will remain.
2. Names shared with other campus systems will be stripped of international characters and replaced with non-accented characters. The table of the right shows what the character will be converted to.
3. Characters not listed will be converted to nothing.

Where can these characters be used?

- Names (person and non-person)
- Address, City
- Course title, Course description
- Comments
- Thesis/Dissertation
What’s in Banner now?

- 540,000 + person records
- 13,000 + corporate records
- 20+ records with special characters

Searching in Banner

1. Assume person or non-person exists in the database.
2. Assume international characters also exist.
3. Select Alternate ID search.
4. Use a % (PERCENT) with the partial name.

**NOTE:** An Alternate Name will be created for any name entered with an international character. Searching will look at both the current name and the alternate name.

5. Use % (PERCENT) for a few key letters that are easily misspelled or has many variants. Example: myers, meyers, meyer, myer = m%y%r%.
6. Verify information – SSN, address, date of birth, etc.
7. Check GUASYST.
8. Ask if in doubt.